REFERENCE: 14010 **EFFECTIVE:** 05/01/06

REVIEW:

05/01/09

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ANNUAL REVIEW CLASS

PURPOSE

To define the eligibility and procedural requirements for the mandatory yearly Annual Review Class (ARC) for the Paramedic (EMT-P) applying for Continuous Accreditation and/or the Mobile Intensive Care Nurse (MICN) applying for Continuous Certification or Inactive MICN status within the ICEMA Region. The Annual Review Class is developed by a multidisciplinary task-force and the curriculum approved by the ICEMA Medical Director.

PROCEDURE

- 1. The authorized class is valid from January 1 through December 31 of each year. This protocol will apply to those individuals with expiration dates after Jan 31, 2007.
- 2. It is the responsibility of the individual to take the class during each year of accreditation or certification.
- 3. Failure to take an Annual Review Class during each year of accreditation or certification will result in the EMT-P or MICN having to successfully pass the ICEMA EMT-P Accreditation/MICN Certification Written Exam with a minimum score of eighty percent (80%).
- 4. The EMT-P or MICN must register and pay the exam fee to ICEMA prior to the scheduled deadline.

CRITERIA FOR TEACHING THE ANNUAL REVIEW CLASS

- 1. Approved C.E. providers shall request approval from ICEMA to provide the class:
 - a. Submit a completed application to be approved as a training program
 - b. Application must include a list of your proposed trainers with copies of their resumes attached
 - c. Pay the ICEMA approved Training Program approval fee
 - d. Approval is granted for a period of one (1) year
- 2. ICEMA should be notified thirty (30) days in advance of the class offering in order to be able to post the class dates, times and locations on the ICEMA website and newsletter.
- 3. Within fifteen (15) days of class completion, the provider will send the original C.E. roster to ICEMA with the Instructor Evaluation and any other material requested. All other course materials and records will be maintained, for a period of four (4) years, by the approved training program per Protocol Reference #14011 Policy for CE Provider Approval.

4. Continuing Education hours will be granted for the class within accordance to Protocol Reference # 14011 Continuing Education Provider.

APPROVED:

ICEMA Medical Director

Date

MAR 0 8 2006

San Dernardino Co. Health Officer

Date

Mond Co. Health Officer

Date

ICEMA Medical Director

Date

Myo Co. Health Officer

Date

ICEMA Executive Director

Date